## **Visiting Rules and Regulations**

- A. Each inmate and visitor is responsible for his or her own conduct during visits. Any violation of laws, regulations or procedures governing visits may result in termination, suspension, restriction, revocation, arrest, or denial of visiting with the person or persons involved. Visitors may be excluded from visiting activities by the Facility Commander because of prior misconduct. The visiting process is governed by rules and regulations.
- B. Visitors are expected to dress appropriately and maintain a standard of conduct during visiting that is not offensive to others and is consistent with the goal of making visiting a safe, positive, and constructive time for families and staff.
- C. All regulations pertaining to visiting shall be made available to all visitors, staff and inmates at the time of admission.
- D. The privacy of inmates and their visitors shall be respected subject to the need to verify the identity of an inmate or visitor, enforce laws, regulations, and procedures, and/or ensure the safety of persons and facility security. Video-recording devices may be used in visiting areas, excluding areas where confidential attorney consultations occur.
- E. Visiting privileges shall be suspended only by order of the Facility Commander, except where the suspension is imposed as part of a formal disciplinary proceeding. Inmates should not be denied access to visits with persons of their choice except when the Facility Commander or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the facility or the visitors. The Classification Unit will be notified of all visiting suspensions.

## **DEFINITIONS**

A. SERVICE ANIMALS: Any animal that is utilized for the purpose of aiding an individual with a disability.

### **VISITING RULES - CONDUCT**

- 1. Any violation of the rules and regulations by an inmate may result in disciplinary action.
- 2. Visitors are subject to search of their person and/or property. Inspections may include a search of the visitor's person, personal property, and vehicle(s) when

there is probable cause to believe the visitor is attempting to introduce or remove contraband or unauthorized items or substances into, or out of, a facility.

- 3. Visitors will not be forcibly searched unless the visitor is being detained for unlawful actions or activities.
- 4. Visitors shall be required to submit to contraband and/or metal detection device(s), and a thorough search of all personal items, including inspection of a wheelchair, implant, prosthesis or assistive device, prior to being allowed to visit with an inmate.
- 5. All persons under 18 years of age must be accompanied by their parent or legal guardian. Accompanying adults shall ensure that minors remain under their constant control and supervision.
- 6. The maximum number of visitors permitted to visit an inmate at one time is determined by the individual facility.
- 7. Infants and toddlers that must be carried are not considered to be visitors
- 8. Nursing mothers shall be discreet and covered when breastfeeding their child in the visiting area if necessary. Failure to do so shall result in termination of visiting for that day.
- 9. Visitors under the influence of alcohol or drugs will not be allowed to visit and may be subject to arrest.
- 10. It is prohibited or unlawful for visitors to carry items such as cell phones, pagers, palm or laptop computers, cameras, tape or digital recorders, purses, bags, briefcases, or any other items into the visiting areas. Personal items should be left at home or locked in the visitor's vehicle. Items may also be locked in the public lockers located in the lobby area.
- 11. Possession of tobacco or tobacco products within the detention facilities is unlawful.
- 12. No food or drink is permitted in the visiting areas.
- 13. Visitors are required to proceed directly to their respective visiting areas and to remain there until their visit is completed. Upon completion of the scheduled visit, the visitors must leave the facility.
- 14. Visitors found visiting an inmate other than the one scheduled shall have their

visiting privileges revoked and will be required to leave the facility.

- 15. There will be no physical contact between visitor and inmate.
- 16. Visitors may not give articles or gifts to the inmate. Visitors and inmates attempting to exchange or pass any item shall have their visit terminated immediately.
- 17. When a deputy announces that the visit is over, the visit will end immediately.
- 18. An inmate may refuse to see any visitor.
- 19. Inmates are required to submit to search at the request of a deputy.
- 20. Visitors are not permitted to loiter in or about vehicles in the parking lot. Visitors refusing to comply may be asked to leave and may be subject to arrest. Special consideration will be made to individuals in designated disabled parking spaces when the vehicle operator and/or passenger displays current disabled license plates and/or a disabled persons placard.
- 21. Any challenge or dispute of facility visiting rules and regulations will be directed to the immediate attention of the custody sergeant.

### **VISITING RULES - DRESS CODE**

- 1. Visitors shall remain fully clothed at all times while in the facility.
- 2. Appropriate attire includes undergarments; a dress or blouse blouse/shirt with skirt/pants/or shorts; and shoes or sandals.
- 3. Prohibited attire consists of:
  - a. Clothing that resembles county-issued inmate clothing;
  - b. Clothing that resembles law enforcement or military-type clothing, including rain gear;
  - b. Clothing that resembles any uniform worn by any department in CSB.
  - d. Clothing or garments that:
  - Expose the breast/chest area, genitals or buttocks;
  - By design, the manner worn, or due to the absence of, excessively

allows the anatomical detail of body parts or midriff to be clearly viewed;

- Are sheer, transparent or excessively tight;
- Expose more than two inches above the knee, including slits when standing.
- 4. Undergarments shall be worn beneath translucent clothing, under all circumstances.
- 5. No clothing or accessories displaying obscene or offensive language, drawings or objects.
- No gang related clothing, style of dress or items containing gang related symbols or markings.
- 7. No head coverings (except clear, see-through rain gear), and readily removable wigs or hairpieces. The facility commander, or designee, may grant an exception for a visitor to wear gloves, head coverings, and/or readily removable hairpieces or wigs, based upon verification of need. Written approval shall be required prior to visiting and subject to staff inspection during any visit.
- 8. No gloves or scarves
- 9. No coats or jackets
- 10. No bathing suits
- 11. No overalls or coveralls
- 12. No exaggerated hairstyles

### **VISITORS WITH DISABILITIES**

- 1. Reasonable accommodations shall be afforded visitors and inmates with disabilities to facilitate their participation in the various visiting programs offered by the Office of the Sheriff.
- 2. Visitors with service animals will be allowed access to the facility and will not be denied the use of their service animal.
- 3. Visitors may be required to state the purpose of the service animal.

- 4. Any conflict regarding whether an animal is a service animal shall be resolved by the Facility Commander or his/her designee.
- 5. Visitors with disabilities, who require assistance, will be escorted to the proper visiting area. Wheelchair bound visitors will receive priority consideration for the use of the non-contact lobby visiting rooms designated and identified for this purpose.

#### VISITOR REGISTRATION

- 1. All visitors shall arrive 30 minutes prior to their scheduled visit time.
- 2. Each adult visitor will complete a visitor form before approaching the Visitor Registration Desk. The registration must be complete, legible and include the following:
  - a. Visitor's name.
  - b. Visitor's address.
  - c. Visitor's date of birth.
  - d. Driver's license number.
  - e. Inmate name and Booking Number
  - f. Visitor's relationship to inmate
- 3. Visitors will approach the Visitor Registration Desk with their completed visitor form and acceptable photo identification. The following are acceptable forms of photo identification:
  - a. Driver's license with photo
  - b. Department of Motor Vehicles identification card with photo.
  - c. Picture passport
  - d. Armed forces identification card with photo
  - e. Picture identification cards issued by the United States Department of Justice.
  - f. Picture identification cards issued by any foreign government agency that also includes physical descriptors and birth date.
  - g. Parents and/or guardians of minor children will be required to provide a birth certificate or proof of guardianship of minor children during processing of the initial visit.
    - Upon receipt, the Visiting Aide will note the documentation of the birth certificate in the inmate's visiting file and return the original documents to the visitor.
    - The inmate will be responsible for advising the parent or guardian of

this requirement prior to requesting the visit.

4. Visitors will return to the waiting area until called by the Visitor Registration Desk.

#### VISITOR CLEARANCE

- 1. The facility representative managing visiting will:
  - a. Verify that there is a scheduled visit between the visitor and the inmate. If no visit has been scheduled, the visitor will be told so as soon as possible and asked to leave the facility.
  - b. Verify that the visitor is on the inmates' visiting list.
  - c. Conduct a records check on the visitor.
- 2. The Facility Commander has the authority to approve or disapprove prospective visitors. The following are reasons for denying a prospective visitor:
  - a. The prospective visitor has outstanding arrests/warrants including a
     Department of Motor Vehicles Failure to Appear notice with no
     disposition from the court.
  - b. Prospective visitors who have served any amount of time in a state or federal prison may not visit without the prior written approval of the Facility Commander. Facility Commanders will deny prospective visitors who have any one conviction of the following types of offenses:
    - 1. Distributing a controlled substance into or out of a state prison, correctional institution/facility or jail.
    - 2. Transporting contraband (weapons, alcohol, escape and drug paraphernalia, etc.) in or out of a state prison, correctional institution/facility or jail.
    - 3. Aiding or attempting to aid in an escape or attempted escape from a state prison, correctional institution/facility or jail.
      - Visitors who have been confined in any Contra Costa County Detention
         Facility during the past six months will not be permitted to visit.
      - The prospective visitor is a co-offender of the incarcerated inmate.
      - The prospective visitor is a supervised parolee, probationer, or on civil

- addict outpatient status and has not received written permission of his or her case supervisor and the prior approval of the Facility Commander.
- The identity of the prospective visitor or any information on the visiting questionnaire is omitted or falsified.
- Once the visitor has been cleared, the facility person managing visiting will
  contact the module where the inmate is housed. The module deputy will be told
  of the visit and asked to have the inmate ready for the visit.
- 4. Visits will then be logged using the JMS System.
- 5. Once cleared to conduct the visit, at the approved visit time, the visitor will be recalled to the Visiting Desk for entrance to the facility.

### **VISITOR SCREENING**

- Visitors shall be required to submit to contraband and/or metal detection
  device(s), and a thorough search of all personal items, including inspection of a
  wheelchair, implant, prosthesis or assistive device, prior to being allowed entry to
  visiting.
- 2. Visitors who refuse to submit to contraband screening will be denied entry.
- Visitors who appear to be under the influence of a controlled substance, intoxicated, or otherwise impaired who present a risk to facility security will be denied entry.
- 4. Visitors who are not appropriately dressed will be denied entry.
- Visitors under the age of 18 who are not accompanied by an adult will be denied entry.

6.	Visitors who have been screened will then be allowed to proceed into the facility
	for their visit.

# **VISITOR DEPARTURE**

- 1. Visitors will check-out with the Visiting Desk as they depart the facility.
- 2. All visitors will be logged out from their visit as they depart the facility